Working Capital Fund

Introduction

The Department of the Treasury Working Capital Fund (WCF) was established by the Excise, Estate, and Gift Tax Adjustment Act of 1970 (P.L. 91-614 § 401). As codified in 31 USC §322, "Amounts in the fund are available for expenses of operating and maintaining common administrative services of the Department that the Secretary of the Treasury, with the approval of the Director of the Office of Management and Budget, decides may be carried out more advantageously and more economically as central services."

Program Summary by Bureau Type
Dollars in Thousands

Funding Source	FY 2007 Enacted	FY 2008 Estimate	FY 2009 Estimate	$ Change FY 2008 To FY 2009	% Change FY 2008 To FY 2009
Treasury Appropriated Bureaus	$232,302	$241,791	$241,584	($207)	-0.09%
Treasury non-Appropriated Bureaus	$15,109	$16,184	$18,081	$1,897	11.72%
Non-Treasury	$10,520	$7,158	$6,117	($1,041)	-14.54%
Grand Total Financial Plan Requirements	$257,931	$265,133	$265,783	$650	0.25%

Operation of the Working Capital Fund

The Treasury Department has standard criteria to determine what functions are financed through the WCF:

1) Promotes economies of scale,
2) Reduces overhead costs,
3) Promotes central management,
4) Avoids duplication among those who might provide the service,
5) Improves service quality,
6) Makes available goods and services to those users who could not afford them except on a centralized basis,
7) Provides flexibility in the timing of purchases, and
8) Allows for replacement of equipment and other assets on a long-term basis through the use of depreciation charges to users, as a means of recovering those costs.

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Section 1 – Purpose

1.1 – Description of Service Providers

The majority of the service providers under the WCF program are organizational components of the Assistant Secretary for Management and Chief Financial Officer (ASM/CFO) in the Departmental Offices. The three exceptions are the Security Program, which is located in the Office of Terrorism and Financial Intelligence; the Office of Small and Disadvantaged Business Utilization, which is located in the Office of the Deputy Secretary; and the Homeland Security Presidential Directive – 12 program, for which the Internal Revenue Service serves as the Executive Agent. The programs in the WCF for FY 2009 are as follows:

A – Intelligence and Security

1. Security Programs

Resource Level: $797,962 and 3 FTE

Program Description: Security programs under the Assistant Secretary of Intelligence and Analysis, develops guidance and provides operational assistance and direction to the Treasury Department for:

- Information security for classified and sensitive information (not to include IT systems life cycle costs);
- Industrial security (access to and use of Treasury/U.S. Government classified and sensitive information by the private sector);
- Physical security (operational direction for the protection of personnel and property related to National Security Information);
- Personnel security (background investigations for sensitive and national security positions);
- Security education, training for persons authorized access to classified information;
- General guidance to un-cleared employees;
- Physical protection of critical infrastructure; and
- Counter-intelligence awareness (including precautions during official foreign travel).

Billing Methodology: The charge assessed to each customer is based on the number of FTE in the current year enacted budget as a percent of the total. Bureau-specific orders are billed based on the cost of the service requested.

B – Deputy Assistant Secretary, Human Resources/Chief Human Capital Officer

1. Human Capital Strategic Management

Resource Level: $786,654 and 4 FTEs

Program Description: The Office of Human Capital Strategic Management (HCSM) provides critical, crosscutting human resource management services to the bureaus. The staff provides a consolidated approach to programs and delivers Department-wide program implementation and consultation to Treasury bureaus on a broad range of complex human resources issues, including performance management, workforce development, executive resources, recruitment and staffing, compensation policy, and workers compensation services. This includes providing leadership and direction on new programs and initiative and working closely with Treasury bureaus to develop creative and innovative solutions to emerging human resources issues. This office also works closely with the Office of Personnel Management (OPM) and the Office of Management and Budget to ensure Treasury human resources policies and programs support government-wide, results based human capital initiatives. Services provided include:

Human Resources (HR) Program Efficiencies:

- Develop efficiencies for the management of human resources programs that have Department-wide impact and enhance the bureaus ability to meet their missions (e.g., provide coordinated agency-wide hiring process improvement; facilitates bureau efforts on meeting the 45 day hiring model; work with HR Connect on improving the effective use of automated hiring tools; coordinates joint-bureau participation in career fairs; establish contacts with a large number of higher-education institutions; and represent bureau interests in pursuing hiring flexibilities);
- Identify areas where bureaus need technical training or specialized guidance on a variety of complex HR issues and disseminate information through agency-wide workgroup meetings, written products, or arrange for it through OPM or outside vendors (e.g., training on Fair Labor Standards Act, Career Transition Assistance Program/Reemployment Priority List, and new HR flexibilities such as Category Rating).

Federal Health Benefit Programs Management:

- Manage the Federal Health Benefits Open Season contract which consolidates the handling of all materials for participating bureaus;
- Provide support on employee benefits programs including the centralized distribution of benefit materials (e.g., Federal Employee Health Benefits, Federal Employee Group Life Insurance, Thrift Savings Plan forms/brochures);
- Disseminate guidance and materials for bureau benefits specialists.

Crosscutting HR Products and Services:

- Lead the development and implementation of new programs; hold bureau work groups and meetings to resolve issues; assist bureaus by making suggestions to improve bureaus processes and heads-off potential problems; and provide training and technical guidance to bureau staffing contacts;
- Assist bureaus with creating, developing, and implementing new pay systems and schedules under special pay authorities (e.g., police pay systems and pay bands);
- Work with bureaus on staffing issues - Example: Prepare a 30-page report for OPM consolidating bureau concerns regarding specific barriers to effective/efficient recruitment, and recommended solutions;
- Develop and publish tools that assist bureaus in carrying out HR program responsibilities.

Department-wide External Influence:

- Represent Treasury bureaus' interests on OPM/interagency task forces (e.g., the development of the Federal Career Intern Program and regulations that allowed for Treasury bureaus' preference on how to handle poor performers);
- Represent the interests of the bureaus in proposing, developing, or requesting changes in legislation, regulations, and other proposals
- Serve as the bureaus' advocate in getting Departmental, OPM, or other approvals pertaining to certain personnel authorities (e.g., request for authority to establish an extended probationary period for certain positions; changes in qualifications standards and approval of new competencies standards, and waivers of dual compensation);
- Assist bureaus with downsizing and restructuring by providing consultation and assistance on complex restructuring initiatives and gaining OPM approval of buyout and early-out (VERA/VSIP) authority.

Billing Methodology: The charge assessed to each customer is based on the number of FTEs in the current year enacted budget as a percent of the total.

2. Civil Rights and Diversity

Resource Level: $1,340,256 and 9 FTEs

Program Description: The Office of Civil Rights and Diversity (OCRD) program ensures that Treasury employees, former employees, and applicants are protected from discrimination on the basis of race, color, religion, national origin, sex, age, disability, reprisal for engaging in protected activity, sexual orientation, parental status, and protected genetic information. OCRD manages the statutory Equal Employment Opportunity complaint process for all of the bureaus, including management of the Treasury-wide complaint management data system and oversight of the Treasury Complaint Center.

The OCRD program supports the department-wide goals of ensuring diversity and equal opportunity for all employees; that people with disabilities have equal access to the Department's programs and facilities; and that Treasury's federal financial assistance beneficiaries are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity funded by the Department. OCRD represents the Department's interests in the areas of EEO, diversity and civil rights before the Equal Employment Opportunity Commission, the Office of Personnel Management, and the Department of Justice (pertaining to external civil rights activities).

Billing Methodology: The charge assessed to each customer is based on the number of actual complaints filed in the previous 12 month period as a percent of the total. Customers with no complaints are assessed one complaint charge for maintenance.

C – Deputy Assistant Secretary, Information Systems/Chief Information Officer

1. Associate Chief Information Officer HR Connect and National Finance Center/Employee Express

a. HR Connect

Resource Level: $24,645,902 and 33 FTEs

Program Description: HR Connect is Treasury's enterprise system, a web-based solution built on PeopleSoft commercial-off-the-shelf (COTS) software. HR Connect transforms core back-office HR functions, moving them from a processing-centric capability supported by Treasury and National Finance Center (NFC) legacy systems, to a strategic-centric capability enabled through its commercial software underpinning. Additionally, self-service components of the software fundamentally transform the standard government HR service delivery model, putting additional information, services and processes (i.e., personal data, position management, requests for personnel action, recruitment, reporting, etc.) directly in the hands of managers and employees.

Billing Methodology: The HR Connect costs are distributed based on the number of active accounts as a percent of the total.

b. NFC/Employee Express

Resource Level: $22,822,816 and 18 FTEs

Program Description: The Treasury HR Line of Business Shared Service Center (SSC) involves a partnership with the National Finance Center (NFC). HR Connect is Treasury's enterprise human resources solution, and the HR Connect system interacts/syncs with NFC in order to provide NFC payroll services to customers.

Employee Express is an OPM service that feeds into the NFC database to allow employees to perform various self-service activities. Specifically, it allows employees to

update their payroll information (taxes, allotments, health insurance, savings bonds, and thrift savings contribution).

Billing Methodology: The NFC/Payroll and Employee Express costs are distributed based on the number of W-2's issued for the prior tax year in the current calendar year as a percent of the total.

2. Chief Information Officer Executive Office / Resource Management Services

Resource Level: $2,995,821 and 4 FTEs

Program Description: This program provides the administrative management and comprehensive strategic development activities that support the Office of the Chief Information Officer's (OCIO) mission. These activities include strategic planning, program/project implementation, financial and budget guidance, briefing development, business case analysis, comprehensive research, performance assessment, project management, IT governance facilitation, and alternatives analyses.

This program also develops and implements efficient and effective controls over the resources within the OCIO and facilitates achievement of operational objectives through policy guidance, advice, and management of budget formulation and execution activities across OCIO programs that support Treasury-wide missions.

Billing Methodology: The allocation percentage is derived by taking each customer's contribution to various CIO programs then dividing it by the total contributions from all customers who contributed to more than one program.

3. ACIO Telecommunications (Treasury-wide)

ACIO Telecommunications – Front Office:

Resource Level: $3,475,052 and 2 FTEs

Program Description: The program is responsible for telecommunications developing standards and guidelines; managing enterprise voice, video, and data services; supporting IT applications and infrastructure for Treasury Departmental Offices; and ensuring the resiliency, and redundancy of Treasury telecommunications infrastructure. Telecommunications Management develops short and long-range plans and guidelines for the efficient management of telecommunications operations and resources. Telecommunications Operations provides comprehensive administration, service delivery, and customer service for common voice, data, and video requirements across Treasury. TFO oversees bureau programs such as DTS, TCS, TNet, and Wireless.

Billing Methodology: The allocation percentage is derived by taking each customer's contribution to various CIO Telecommunication programs and dividing it by the total contribution of all customers who contributed to more than one program.

a. Digital Telecommunications System

Resource Level: $24,069,367 and 14 FTEs

Program Description: The Digital Telecommunications System (DTS) Wide Area Voice Services are comprised of several programs which, together, provide telecommunications capabilities to the Department of the Treasury. The three core programs include the General Services Administration's Washington Interagency Telecommunications System, Treasury Local Access Transport Area, and Synchronous Optical Network.

Billing Methodology: There are two costs associated with this program: customer-specific and shared. Shared costs are based on each customer's seat count and number of mailboxes, divided by the total seats and mailboxes for all customers combined. Customer-specific costs are based on each customer's anticipated requirements for that fiscal year.

b. Treasury Communications System

Resource Level: $45,000,000 and 10 FTEs

Program Description: The Treasury Communications System (TCS) serves as the Department of the Treasury's enterprise program for integrated information technology and telecommunications services. TCS offers Treasury a complete range of services including enterprise Internet access which gives users access to public domains across the Internet, other Treasury bureaus, and to Treasury's government and non-government business partners. The program also offers solutions for business application development and systems integration, web and application infrastructure platform hosting, telecommuting network access, and other managed services.

TCS performs a wide range of activities including requirements analysis, procurements, engineering and design, site surveys, configuration, installation and operations and maintenance for various applications and infrastructure.

The program further supports the Department by operating a 24x7x365 security operations center that executes event monitoring, problem identification, fault isolation, problem eradication, service restoration, maintenance, and traffic and usage analysis. TCS also maintains firewalls for network access, provides intrusion detection systems and performs certifications and accreditations for systems Department-wide.

Billing Methodology: There are two costs associated with this program: customer-specific and shared. Shared costs are based on capacity, usage, and sites. Customer-specific costs are based on each customer's anticipated requirements for that fiscal year.

c. Treasury Network

Resource Level: $45,000,000 and 0 FTEs

Program Description: The Treasury Network (TNet) is in transition to replace TCS, the current wide area network (WAN) support program for Treasury. The TNet program was initiated to provide secure, seamless WAN voice and data telecommunications services to the Department of the Treasury WCF customers. TNet services guaranteed delivery of application, email, internet, and voice traffic over a robust optical wide area network. As such, it is critical to the ability of Treasury employees to fulfill the mission of the Department.

Billing Methodology: The allocation of costs is derived by taking the estimated FY 2009 TCS commercial circuit and maintenance charges per customer and dividing it by the total estimate for all customers. Customer-specific costs are based on each customer's anticipated requirements for that fiscal year.

d. Wireless Program

Resource Level: $1,260,338 and 0 FTEs

Program Description: The Wireless program office is organized into three segments: program management, tactical activities, and non-tactical activities. The program management focuses on ensuring that the program meets its responsibilities to the Department and its stakeholders through prudent financial and resource management, plus the maintaining of critical relationships in the federal wireless marketplace.

The tactical activities include the services necessary to keep Treasury mission-critical wireless assets and associated functions represented and protected. The services include managing and coordinating spectrum resources, participating and representing Treasury at the Interdepartmental Radio Advisory Committee, participating and representing Treasury in the Integrated Wireless Network, serving as a liaison to the Office of Emergency Preparedness for the high frequency network, and providing technical support, representation, or coordination as requested by the bureaus.

The non-tactical portion of the Office functions primarily as the central office for wireless policy and responds to the executive, regulatory, budgetary, and legislative requests that the Department receives concerning their wireless assets and activities. These services include responding to Office of Management and Budget requests (e.g., Exhibit 300s), responding to requests related to the Presidential Determination on Improving Spectrum Management in the 21st Century, providing information to the National Communications Systems Annual Report, and fostering refinement of Treasury-wide wireless guidelines to increase guideline consistency throughout the Department.

Billing Methodology: The Wireless methodology consists of two allocations: tactical and non-tactical. The tactical allocation is derived from the number of frequencies per

customer as a percent of total frequencies. The non-tactical allocation is derived from the number of FTEs per customer as a percent of total FTEs.

e. Web Hosting

Resource Level: $2,276,917 and 2 FTEs

Program Description: Web Hosting provides hosting support for Treas.Gov, the Treasury public website, and TreasNet, the Treasury-wide intranet site. Services include website creation; content updating and management; Treasury-wide team collaboration sites oversight; e-learning hosting and registration by bureau; survey creation, hosting, and analysis; support for bureau/office webmasters and content managers; and a search capability for bureau public web sites.

Billing Methodology: The Web Hosting methodology uses the TCS percentage distributed across customers participating in Web Hosting services.

f. Secure Communications Center

Resource Level: $5,267,294 and 17 FTEs

Program Description: The Secure Communications Center (SCC) provides secure handling of highly-classified, sensitive data for the Departmental Offices and Treasury bureaus and their senior management staffs. The SCC provides Communications Security (COMSEC) support for the Treasury Department, including site surveys and distribution of encrypted keys.

Billing Methodology: The Center's costs are billed to customers based upon the number of messages as a percentage of the total number of messages processed.

g. Alpha-VAX Computer Usage

Resource Level: $303,202 and 1 FTEs

Program Description: Previously, The Departmental Offices (DO) Information Technology office managed several VAX computers which ran mainframe applications and were replaced with Alpha systems in FY 2005. The only WCF customer for this program is the Federal Financing Bank (FFB). The program receives funding from FFB to support staff and part of the computer maintenance. The Alpha computer systems are also used for several critical applications for non-reimbursable DO customers, including the tax models and the SMART application for Domestic Finance.

Billing Methodology: The methodology is based on the total cost of operating the Alpha computer and is distributed based upon the actual usage of the services the Computer Data Center provides on the system.

4. ACIO Cyber Security

Resource Level: $1,353,465 and 6 FTEs

Critical Infrastructure Protection and Information Security (CIRC):

Program Description: The Cyber Security Program supports protection of Treasury-wide information technology systems (unclassified and national security [collateral and intelligence]) and the information they process from risks to confidentiality, availability and integrity whether arising from insiders, malicious hackers, or other threats posed against the Department. The program accomplishes this through the issuance of guidance and leadership of the Treasury CIRC and the Critical Infrastructure Program (cyber systems and applications) to identify and protect key resources. This year, the program's key priorities include focusing on the implementation of new security configuration management requirements from OMB, FISMA compliance, and responding to serious Internet threats.

Billing Methodology: The charge assessed to each customer is based on their contribution to various CIO programs then dividing it by the total contributions from all customers who contributed to more than one program.

5. ACIO E-Government

a. Enterprise Architecture

Resource Level: $2,857,669 and 4 FTEs

Program Description: The Treasury Enterprise Architecture (EA) program will establish a roadmap for the modernization and optimization of the Department's business processes and information technology (IT) environment. EA will provide a framework to guide IT investment planning, streamline systems, and ensure that IT programs align with business requirements and strategic goals. EA allows Treasury to conduct enterprise-wide analysis and management of results, focus on lines of businesses to facilitate better alignment and cross-bureau collaboration in investments, and develop more robust business cases. EA fulfills the need to recognize and capitalize on opportunities for the development of enterprise wide solutions and E-Government (E-Gov) participation and leadership.

Billing Methodology: The charge assessed to each customer is based on their number of FTEs in the current year enacted budget as a percent of the total.

b. Enterprise Solutions

Resource Level: $7,249,780 and 7 FTEs

Program Description: The Enterprise Solutions (ES) business model is to optimize cost-effective delivery of enterprise services through a small professional staff of senior project managers and contractor teams. The ES team works closely with EA and Information Security to identify and implement common (multi-bureau) and enterprise (Treasury-wide) solutions in support of an efficient technology architecture that is aligned with the rest of the Federal Government. The ES team also works closely with their customers to help them understand and take advantage of these solutions. ES consists of two core business units: Authentication and Identity Management Systems; and Enterprise Business Application Services and Solutions.

Billing Methodology: The charge assessed to each customer is based on their number of FTEs in the current year enacted budget as a percent of the total.

c. Planning

Resource Level: $829,160 and 1 FTEs

Program Description: The E-Gov Planning Office provides the critical leadership and direction needed to achieve the Department's Presidential Management Agenda, E-Gov, Clinger-Cohen goals. E-Gov Planning sets goals, objectives, and strategies to guide enterprise-wide solutions.

Billing Methodology: The charge assessed to each customer is based on their number of FTEs in the current year enacted budget as a percent of the total.

d. Management

Resource Level: $940,786 and 2 FTEs

Program Description: Treasury continues to identify and develop targeted Treasury E-Gov initiatives to improve service delivery to citizens and businesses. Treasury is a managing partner in two of the Presidential E-Gov initiatives, Federal Asset Sales and GeoSpatial Line of Business, and participates in several other Presidential E-Gov initiatives. E-Gov is also responsible for managing, coordinating and reporting on the President's Management Agenda E-Gov Initiatives and Lines of Business.

Billing Methodology: The charge assessed to each customer is based on their number of FTEs in the current year enacted budget as a percent of the total.

6. Homeland Security Presidential Directive -12

Resource Level: $45,850,000* and 0 FTE

* Currently, the Department of the Treasury Homeland Security Presidential Directive – 12 (HSPD-12) program has been authorized through FY 2008 for release 1, card issuance only. Discussions with the Department of the Treasury's senior leadership regarding

increased program scope and funding requirements for FY 2008 are on-going. No approvals have been granted at this time. Note: Department of the Treasury HSPD-12 program execution and WCF collection is subject to the Executive Steering Committee approval.

Resource levels are based on the below assumptions:

Assumptions, re: card issuance, FY 2008 carryover:
- 75% of cards will by issued in FY 2008 with the remaining to be issued in FY 2009.
- Card issuance will be completed by 12/31/08 (1st quarter, FY 2009).
- All hardware, software, and infrastructure costs will remain at 100% for FY 2008.
- 25% of FY 2008 card issuance costs (includes card issuance, maintenance, and sleeves) will be incurred in FY 2009.
- Treasury Program Management Office FTE and contractor staff will extend at FY 2008 levels through 1st quarter, FY 2009 (12/31/2008).

Assumptions, re: release 2, proposed WCF eligible costs:
- Treasury HSDP-12 Program Management Office costs.
- Card issuance operation and maintenance cost.
- Logical Access Controls acquisition costs.
- Physical Access Controls acquisition costs.

Program Description: HSPD-12 was signed on August 27, 2004, mandating a common identification standard for federal employees and contractors. HSPD-12 requires a standardized Personal Identity Verification process for the issuance and use of a common federal government identification card. The directive mandates that any identification card issued by a federal agency must be:

- Secure and reliable;
- Issued based upon sound criteria for verifying an individual's identity;
- Resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation;
- Interoperable across federal agencies; and
- Used to allow both physical access and logical access to federally-controlled facilities and information systems.

This initiative is being led by the Internal Revenue Service (IRS) in an Executive Agent arrangement with Departmental Offices. The program is under the auspices of the Associate Chief Information Officer of E-Government.

Billing Methodology: The charge assessed to each customer is based on their number of Federal government and contractor personnel as a percentage of total Treasury government and contractor personnel.

7. ACIO Capital Planning and Information Management

a. Capital Planning and Investment Control

Resource Level: $4,044,000 and 6 FTEs

Program Description: Funds will provide the portfolio management tool services that all bureaus use for Capital Planning and Investment Control (CPIC) compliance. Services include necessary software maintenance costs, licenses, hosting, development, and help desk support required to keep the Treasury CPIC portfolio management system operational in an effective and efficient manner.

Treasury's capital planning process is a dynamic process in which information technology (IT) investments are selected and then continually monitored and evaluated to ensure each chosen investment is well managed, cost effective, and supports the mission and strategic goals of the organization.

Billing Methodology: The charge assessed to each customer is based on their contribution to various CIO programs then dividing it by the total contributions from all customers who contributed to more than one program.

b. Information Management

Resource Level: $1,486,377 and 4 FTEs

Program Description: The Information Management (IM) organization is responsible for implementing OCIO statutory and regulatory programs to include clearing bureau information collection requests for OMB approval as well as monitoring and reporting to OMB in accordance with the Paperwork Reduction Act. Collections are reported in the Business Gateway electronic government initiative. The IM organization provides leadership and direction for Treasury-wide records management program and develops records management strategy to produce the policies, procedures, and guidance necessary to implement the programs; cooperates with bureaus and offices to develop and apply technology to records management; coordinates programs within the bureaus and offices and with oversight organizations; conducts and/or facilitates Treasury-wide employee and bureau records training; and assists records management programs across the Department with advice and technical expertise.

Billing Methodology: The charge assessed to each customer is based on their contribution to various CIO programs then dividing it by the total contributions from all customers who contributed to more than one program.

D – Treasury-wide Management Programs

1. Financial Systems Integration

Resource Level: $2,520,493 and 2 FTEs

Program Description: The Office of the Deputy Chief Financial Officer, Financial Systems Integration (FSI) program provides systems and program support to produce the Treasury Department's financial statements and management reports. Monthly and quarterly reports are distributed to the Office of Management and Budget, Financial Management Service, and bureau program and financial offices. Programs covered by FSI include financial analysis and reporting, audit follow-up and performance management. Bureaus submit data to the Financial Analysis and Reporting System to meet program, legislative, and OMB requirements.

Billing Methodology: Treasury Information Executive Repository (TIER) and CFO Vision charges are based 80 percent on funding and 20 percent on the average number of records submitted to TIER as a percentage of the total. The Joint Audit Management Enterprise System is based on the number of audit recommendations and planned corrective actions as a percent of the total. Performance reporting is based 80 percent on the current year enacted budget and 20 percent on the number of performance measures as a percent of the total.

2. Emergency Programs

Resource Level: $1,988,260 and 4 FTEs

Program Description: The Office of Emergency Programs (OEP) ensures continuity of the Treasury Department's essential functions during disasters. The focus of the WCF funded component is to maintain facilities and communications between the Department of the Treasury's bureaus and senior officials in a state of emergency.

The program provides operational activities associated with implementing National Security Emergency Preparedness (NSEP) goals and objectives that are identified in:

- The National Strategy for Pandemic Influenza
- The Implementation Plan for the National Strategy for Pandemic Influenza
- Executive Order 12656
- Homeland Security Presidential Directive 20 & National Security Presidential Directive 51
- Homeland Security Presidential Directives 5, 8, 9, 10, and 12
- The National Response Plan
- Federal Preparedness Circulars 65-67 (FPC 65)

OEP administers and maintains the Treasury Emergency Management program, codified in the Treasury Security Manual - TDP-71-10. The program ensures that the Department

of the Treasury is fully prepared for natural and man-made disasters by executing major operational items contained in FPC 60 and 65 during White House or Department of Homeland Security sponsored Continuity of Operations activation and training scenarios.

Billing Methodology: The charge assessed to each customer is based on their number of FTEs in the current year enacted budget as a percentage of the total.

3. Small and Disadvantaged Business Utilization

Resource Level: $915,134 and 4 FTEs

Program Description: The Small and Disadvantaged Business Utilization program facilitates acquisitions from the business community of veteran-owned, service-disabled veteran-owned, 8(a), Historically Underutilized Business Zone, small disadvantaged, and women-owned small businesses for all of the Department of the Treasury. The program:

- Disseminates information through the maintenance of a robust small business procurement assistance website - www.treas.gov/sba;
- Generates "Small Business Marketing Publications" such as "Forecast of Contract Opportunities" and "Subcontracting Opportunities Directory." This material is available electronically, in hard copy, or mini marketing disks and contains information on each individual bureau;
- Provides outreach to small businesses through monthly Vendor Outreach Sessions, Annual Office of Small and Disadvantaged Business Utilization Directors' Conference, and other external outreach events;
- Provides small business program training to bureaus. The staff presents on a variety of small business topics such as new developments, refresher training, and training for new employees;
- Develops and manages Mentor-Protégé Program where experienced firms are teamed with less experienced firms to compete more effectively for Treasury Department contracts. The staff reviews business applications for participation in the program and provide follow-up reviews on an annual basis;
- Updates the "Small Business Handbook" to provide guidance, tips, and best practices to the Treasury Department's bureaus through Acquisition Bulletins;
- Establishes department-wide "Annual Small Business Goals" in compliance with the Small Business Act, Executive Orders, and the Office of Federal Procurement Policy guidelines; and
- Assists the bureaus in identifying qualified small businesses for match-making to increase procurement opportunities whereby the staff works with individual bureaus to develop acquisition strategies, and small business friendly contract vehicles.

Billing Methodology: The charge assessed to each customer is based on their procurement dollars as a percent of total Treasury Department procurement dollars.

4. Procurement Programs

Resource Level: $868,640 and 2 FTEs

Program Description: The Procurement Program provides services to the Treasury Department's bureaus for the following:

- Purchase Card Program: The program provides coordination and best practices for the Department of the Treasury's purchase card program, including support for the re-compete and transition to SmartPay2. The goals are to ensure proper usage, maximize rebates and to develop and maintain a quality Treasury-wide purchase card program.
- Integrated Acquisition Environment (IAE) Implementation and Liaison: This office acts as the Treasury Department's liaison for the various IAE service providers. Procurement disseminates implementation information, and tracks Treasury-wide use of IAE systems and manages data verification and validation audits of Treasury's federal procurement data, serves as the IAE System Administrator for the bureaus, and operates as the focal point for any Treasury Department issues to be raised with service providers. IAE systems streamline service delivery to customers, reduce paperwork, and apply best commercial practices to improve and facilitate purchasing office interaction with customers and businesses while saving resources and streamlining the acquisition process. This results in improved efficiency and effectiveness of the Treasury Department's acquisition systems.
- Acquisition Career Management Program: The procurement office provides input to the Treasury Human Capital Strategic Plan for procurement staff, managing a formal process for GS-1102 employees to equate their past education, experience, and acquisition training to the Federal Acquisition Certification in Contracting Program requirements for civilian agency employees. The Treasury Acquisition Career Manager reviews and recommends certification of acceptable contracting certification requests submitted by employees. The Senior Procurement Executive makes decisions on requests and signs a certificate for each successful applicant. Finally, the organization supports implementation of two additional Federal Acquisition Certification programs, for Program and Project Managers, and for Contracting Officer's Technical Representatives.
- E-Government –IAE System Payment: IAE is one of the 24 E-Government initiatives which support the President's Management Agenda. The IAE provides a common, secure business environment, which facilitates and supports cost effective acquisition of goods and services and will interoperate with multiple E-Government initiatives. Federal agencies receive the benefit of shared use of the IAE in the conduct of their acquisition functions. The General Services Administration (GSA), the Managing Partner of the IAE project, is reimbursed for the cost of managing, operating and maintaining the IAE architecture by the federal agencies that use the IAE and share the expense. To reimburse GSA, the Department of the Treasury collects funds from participating bureaus and

transfers the aggregated funds to GSA in accordance with the Memorandum of Agreement between GSA and the Department of the Treasury. The IAE provides the Treasury Department's bureaus with access to the following systems:

Operational
- Acquisition.gov
- Central Contract Registration
- Excluded Parties List
- Electronic sub-Contractor Reporting
- Federal Registration
- Federal Technical Data Solution
- Federal Procurement Data System – Next Generation
- On-Line Representations and Certifications Application
- Wage Determination On-Line

Planned
- Performance Data

Billing Methodology: The charge assessed to each customer is based on their procurement dollars as a percent of total Treasury Department procurement dollars.

5. Government-wide Council Payments

Resource Level: $351,709 and 0 FTE

Program Description: The Government-wide Council Payments support Treasury's participation in Government-wide Councils. These councils are: Chief Financial Officer's Council, Chief Information Officer's Council, Chief Acquisitions Officer's Council, Chief Human Capital Officer's Council and President's Management Council.

Billing Methodology: The charge assessed to each customer is based on their FY 2007 enacted funding levels as a percent of the total.

E – DAS, Headquarters Operations

1. Environment, Safety, and Health

Resource Level: $1,157,636 and 2 FTE

Program Description: The Environment, Safety, and Health Division, as part of the Office of Facilities and Support Services, provides support for environmental and safety issues that affect most bureaus. This program also maintains the Safety and Health Information Management System (SHIMS).

SHIMS is a department-wide "web" enabled electronic system that records and tracks occupational injuries and illnesses. The system allows data manipulation by individual

organizations and data consolidation providing department-wide mandatory reporting to the Department of Labor's Office of Workers' Compensation system. SHIMS identifies trends in accident experiences and causes which can provide assistance in injury reduction and the reduction in lost work days. The system can generate monthly and quarterly statistics, as well as the annual incidents summary as required by the "Annual Safety and Health Program" and in performance reporting.

Billing Methodology: The charge assessed to each customer is based on the number of Safety and Health Information Management System claims filed by each customer as a percent of the total.

2. Printing and Graphics Services

Resource Level: $4,471,861 and 27 FTEs

Program Description: The mission of the Printing and Graphics Division is to provide quality graphics, design, printing (both offset and digital printing), duplicating, and electronic services and to be the provider of choice for the effective, economical, and quality presentation of information for the Department of the Treasury. The Printing and Graphics Division uses a variety of methods and alternative strategies that draw upon their collective expertise.

The Printing and Graphics Division is organizationally divided into three branches: the Printing Procurement Branch; the Departmental Printing Branch; and the Graphics Branch.

Products are numerous and range from internal routing slips, posters, brochures, and full color presentations, to the commercial procurement of large quantities of complicated and expensive printed pieces and presentation materials used by the Secretary and/or the President for press and Congressional briefings. Services include:

- A full range of visual services with design consultation and production;
- High-resolution scans and low-resolution scans for web application;
- Prepress requirements and preparing the electronic files for printing and/or web position to ensure our customer files are prepared correctly, i.e., checking for printability with correct fonts, formats, setups for color separations;
- Security printing to protect against fraud;
- Electronic publishing on-demand digital printing and duplicating;
- On-site high speed digital black and white and color printing;
- High-quality process/multi-color printing;
- Variable data printing;
- Coordination with the Government Printing Office (GPO) and contractors;
- Ensure adherence to Treasury Department policy and government statutes and regulations governing printing and binding;
- A full line of specialized binding;
- Printing procurement acquisition services outside GPO;

- Quality assurance follow up and problem resolution between the customers and the printers;
- Internet job submission;
- Government Printing Office printing costs for publications, forms and various documents that benefits all the Treasury Department's bureaus; and
- Blank paper and other supplies procured through the Government Printing Office for the printing of publications, forms, and various documents.

Billing Methodology: The charge assessed to each customer is based on their previous year usage of the various programs as a percent of the total prior year usage from all customers.

3. Communications, Information, and Locator Center

Resource Level: $776,904 and 8 FTEs

Program Description: The Communications Information and Locator Center:

- Answers, screens, and provides numbers to and/or transfer people who call Treasury's listed numbers during work hours;
- Provides general public information or organizational assistance to internal and external inquiries;
- Maintains the Treasury employee locator information system;
- Provides Deputy Assistant Secretaries (DAS) and above with calling service to employees during non-work hours;
- Screens incoming collect and 1-800 calls and transfers these calls to the Treasury official when appropriate;
- Schedules, coordinates, and places conference calls on Treasury's conference bridge;
- Provides local, long distance, and overseas telephone services for Senior Executives;
- Provides dialing instructions or assistance to Treasury personnel upon request;
- Provides continuous communication service in an emergency or crisis event;
- Provides "after hours" office phone coverage for DAS and above upon request;
- Answers, screens, and transfers calls to bureau heads and DAS and above, while on travel – this service is provided upon request and with the submission of the executive's travel itinerary and contact numbers; and
- Provides services Monday through Friday from 6 a.m. to 7:30 p.m.

Billing Methodology: The charge assessed to each customer is based on their number of calls received and services provided as a percent of the total.

F – Centralized Support Services

Resource Level: $8,079,130 and 27 FTEs

Program Description: The WCF Support Services cost center captures centralized administrative support costs for all WCF funded personnel that is not reflected in each WCF program's budget. It also captures the costs of the administrative personnel who directly serve the WCF programs.

Centralized Administrative Support Costs are paid by the Treasury Department through centralized bills. Examples include security programs, trash removal, mail, moving, copiers, industrial hygienist, Equal Employment Opportunity complaint center, child care, worker's compensation, health exams, nursing services, electricity, steam, gas, water and sewer, parking, accounting system, Digital Telecommunications System, Treasury Communications System, and transit subsidy.

Administrative personnel costs are for services used by all WCF programs. They are:

- Legal Services: Legal services, such as legal advice and guidance
- Information Technology Support Services: Information technology support services include infrastructure support, applications development and planning activities
- Human Resources Services: Human resources personnel services such as position classification, hiring, performance management, and pay/benefits
- WCF Corporate Office - Fund Management, Communication, and Customer Advocates Service: Policy, guidance, and overall management of the WCF is provided through the Fund Manager
- Accounting, Budgeting, and Procurement Services: Accounting, budget formulation, budget execution, day-to-day financial operations of requisition fund certification, Memorandum of Understanding creation, operation of the integrated financial system for WCF invoice payments, and procurement services are provided to the WCF
- Facilities and Support Services: Facilities and support services such as space and mail and messenger services

Billing Methodology: The charge assessed to each customer is based on their total dollar value of WCF services received as a percent of the total.

Section 2 – Budget and Performance Plan

2.1 – Funding Detail by Program
Dollars in Thousands

Resources Available for Obligation	FY 2007 Initial Plan	FY 2008 Initial Plan Estimate	FY 2009 Budget Estimate
INTELLIGENCE & SECURITY			
Security Programs	$718	$779	$798
Intelligence & Security (Total)	$718	$779	$798
DAS, HUMAN RESOURCES/CHCO			
Human Capital Strategic Management	$643	$768	$787
Civil Rights & Diversity	$1,141	$1,309	$1,340
Human Resources (Total)	$1,784	$2,077	$2,127
DAS, INFORMATION SYSTEMS & CIO			
ACIO HRConnect Operations & Maintenance	$26,695	$23,819	$24,646
ACIO NFC Payroll/Employee Express	$22,187	$22,288	$22,823
HR Connect (Subtotal)	$48,882	$46,107	$47,469
CIO Executive Office 1/	$1,129	$0	$0
CIO Resource Management 1/	$1,932	$2,926	$2,996
ACIO Telecommunications			
Telecommunications Front Office	$3,233	$3,394	$3,475
Digital Telecommunications System	$23,171	$22,553	$24,069
Treasury Communications System	$93,904	$90,029	$45,000
Treasury Network	$4,786	$19,102	$45,000
Wireless Program	$1,145	$1,231	$1,260
Web Hosting	$0	$2,224	$2,277
Secure Communications Center	$5,951	$5,760	$5,267
Alpha-VAX Computer Usage	$282	$296	$303
ACIO Cyber Security	$976	$1,322	$1,353
ACIO E-Government			
Enterprise Architecture	$1,860	$2,791	$2,858
Enterprise Solutions	$11,294	$7,080	$7,250
Planning	$788	$810	$829
Management	$1,109	$919	$941
HSPD-12 2/	$31,436	$29,395	$45,850
ACIO Capital Planning & Information Management			
Capital Planning and Investment Control	$2,565	$3,949	$4,044
Information Management	$1,434	$1,452	$1,486
Information Systems (Subtotal)	$186,994	$195,231	$194,259
DAS, Information Systems (Total)	$235,876	$241,338	$241,728
TREASURY-WIDE MANAGEMENT			
Financial Systems Integration	$2,681	$2,794	$2,520
Emergency Programs 1/	N/A	$1,942	$1,988
Small & Disadvantaged Business Utilization	$670	$894	$915
Procurement Program	$744	$820	$869
Government-wide Council Payments	$286	$343	$352
Treasury-wide Management (Total)	$5,970	$6,793	$6,644
DAS, HEADQUARTERS OPERATIONS (DASHO)			
Facilities & Support Services:			
Environment, Safety, & Health	$1,077	$1,131	$1,158
Printing Procurement, Reproduction & Graphics Services	$4,464	$4,367	$4,472
Communications, Information, & Locator Center	$676	$759	$777
Headquarters Operations (Total)	$6,216	$6,256	$6,406
Centralized Support Services	$7,366	$7,890	$8,079
Grand Total	$257,931	$265,133	$265,783

1/ Offices combined in FY 2008 for administrative efficiencies.

2/ The WCF Executive Steering Committee will determine the scope of FY 2009 efforts during FY 2008.

2.2 – Full-Time Equivalents by Program
Dollars in Thousands

Federal & Contractor Staff	FY 2007 Initial Plan		FY 2008 Initial Plan Estimate		FY 2009 Budget Estimate	
	Fed.	Cont.	Fed.	Cont.	Fed.	Cont.
Intelligency & Security						
Security Programs	3	-	3	-	3	-
Intelligence & Security (Total)	3	-	3	-	3	-
DAS, HUMAN RESOURCES/CHCO						
Human Capital Strategic Management	4	-	4	-	4	-
Civil Rights & Diversity	9	-	9	-	9	-
Human Resources (Total)	13	-	13	-	13	-
DAS, INFORMATION SYSTEMS & CIO						
ACIO HRConnect Operations & Maintenance	30	34	33	14	33	14
ACIO NFC Payroll/Employee Express	18	2	18	2	18	2
HR Connect (Subtotal)	48	36	51	16	51	16
CIO Executive Office 1/	-	2	-	-	-	-
CIO Resource Management 1/	8	4	4	12	4	12
ACIO Telecommunications						
Telecommunications Front Office	2	12	2	12	2	12
Digital Telecommunications System	14	58	14	58	14	58
Treasury Communications System	11	221	10	221	10	221
Treasury Network	5	14	-	21	-	21
Wireless Program	-	3	-	3	-	3
Web Hosting	-	-	2	-	2	-
Secure Communications Center	18	6	17	6	17	6
Alpha-VAX Computer Usage	1	-	1	-	1	-
ACIO Cyber Security	6	-	6	-	6	-
ACIO E-Government						
Enterprise Architecture	4	7	4	7	4	7
Enterprise Solutions	8	14	7	12	7	12
Planning	1	-	1	-	1	-
Management	2	3	2	3	2	3
HSPD-12	-	-	-	-	-	-
ACIO Capital Planning & Information Management						
Capital Planning and Investment Control	6	5	6	5	6	5
Information Management	4	-	4	-	4	-
Information Systems (Subtotal)	90	349	80	360	80	360
CIO/Information Systems (Total)	138	385	131	376	131	376
TREASURY-WIDE MANAGEMENT						
Financial Systems Integration	2	8	2	8	2	8
Emergency Programs	4	-	4	-	4	-
Small & Disadvantaged Business Utilization	4	-	4	-	4	-
Procurement Program	2	-	2	-	2	-
Government-wide Council Payments	-	-	-	-	-	-
Treasury-wide Management (Total)	12	8	12	8	12	8
DAS, Headquarters Operations (DASHO)						
Facilities & Support Services:						
Environment, Safety, & Health	1	2	2	1	2	1
Printing Procurement, Reproduction, & Graphics	27	1	27	1	27	1
Communications, Information, & Locator Center	8	-	8	-	8	-
Headquarters Operations (Total)	36	3	37	2	37	2
Centralized Support Services	27	-	27	-	27	-
Grand Total	229	396	223	386	223	386

1/ Offices combined in FY 2008 for administrative efficiencies.

The Terms "Fed" and "Cont" in the column headers refers to "Federal Employees" and "Contractors," respectively.

2.3 – Funding Detail by Bureau
Dollars in Thousands

Resources Available for Obligation	FY 2007 Initial Plan	FY 2008 Initial Plan Estimate	FY 2009 Budget Estimate
ALCOHOL & TOBACCO TAX & TRADE BUREAU	$2,692	$4,025	$4,149
COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND	$338	$345	$363
DEPARTMENTAL OFFICES (OTA)	$82	$85	$87
DEPARTMENTAL OFFICES (S&E)	$16,268	$18,055	$18,731
DEPARTMENTAL OFFICES (DSCIP)	$849	$389	$399
FINANCIAL CRIMES ENFORCEMENT NETWORK	$2,572	$3,222	$1,968
FINANCIAL MANAGEMENT SERVICE	$6,877	$7,350	$8,122
INTERNAL REVENUE SERVICE	$198,869	$204,265	$203,062
TREASURY INSPECTOR GENERAL FOR TAX ADMINISTRATION	$1,294	$1,553	$1,817
OFFICE OF INSPECTOR GENERAL	$409	$480	$526
PUBLIC DEBT	$2,052	$2,025	$2,360
Subtotal (Treasury Appropriated Bureaus)	$232,302	$241,791	$241,584
COMPTROLLER OF THE CURRENCY	$4,123	$4,549	$5,169
DC PENSION	$82	$190	$204
DEPARTMENTAL OFFICES (WCF)	$227	$261	$270
ENGRAVING & PRINTING	$5,143	$5,401	$6,066
EXECUTIVE OFFICE FOR ASSET FORFEITURE	$500	$157	$148
FEDERAL FINANCING BANK	$329	$355	$368
OFFICE OF THRIFT SUPERVISION	$632	$1,096	$1,428
FF - FMS TREASURY AGENCY SERVICES (TAS)	$19	$15	$0
FF - BPD ADMINISTRATIVE RESOURCE CENTER (ARC)	$854	$993	$1,049
FF - DO FEDERAL CONSULTING GROUP	$12	$22	$23
FF - DO FED SOURCE	$369	$129	$0
U.S. MINT	$2,818	$3,016	$3,356
Subtotal (Treasury non-Appropriated Bureaus)	$15,109	$16,184	$18,081
ALCOHOL, TOBACCO, FIREARMS, & EXPLOSIVES	$4,219	$2,001	$1,668
ALCOHOL, TOBACCO, FIREARMS, & EXPLOSIVES (NIBIN)	$169	$0	$0
DHS - FLETC	$2	$2	$2
DHS - HEADQUARTERS	$641	$528	$477
DHS - OFFICE OF INSPECTOR GENERAL	$1,301	$1,284	$689
DHS - U.S. SECRET SERVICE	$1,624	$1,556	$1,450
HOUSING AND URBAN DEVELOPMENT	$2,563	$1,786	$1,830
Subtotal (Non-Treasury)	$10,520	$7,158	$6,117
Grand Total Financial Plan Requirements	$257,931	$265,133	$265,783

Note: Non-Treasury customers purchase services from: HR Connect, Telecommunications, E-Government, Financial Systems Integration, and Environment, Safety, & Health.

2.4 – Funding Detail by Operating Levels
Dollars in Thousands

Resources Available for Obligation	FY 2007 Initial Plan	FY 2008 Initial Plan Estimate	FY 2009 Budget Estimate
Object Classification:			
11.1 Full-Time Permanent Positions	$20,528	$22,265	$22,637
11.1 Other than Full-Time Permanent Positions	0	0	0
11.5 Other Personnel Compensation	333	182	348
11.8 Special Personal Services Payments	0	0	0
11.9 Personnel Compensation (Total)	**$20,860**	**$22,447**	**$22,985**
12.0 Personnel Benefits	4,601	5,010	5,130
13.0 Benefits to Former Personnel	0	0	0
21.0 Travel	494	488	451
22.0 Transportation of Things	5	5	5
23.1 Rental Payments to GSA	0	0	0
23.2 Rent Payments to Others	0	0	0
23.3 Communications, Utilities, & Misc	6,327	6,165	6,075
24.0 Printing and Reproduction	114	198	203
25.1 Advisory & Assistance Services	0	0	0
25.2 Other Services	201,827	204,661	203,922
25.3 Purchase of Goods/Serv. from Govt. Accts	19,131	18,959	19,641
25.4 Operation & Maintenance of Facilities	0	0	0
25.5 Research & Development Contracts	0	0	0
25.6 Medical Care	0	0	0
25.7 Operation & Maintenance of Equipment	0	0	0
25.8 Subsistence & Support of Persons	0	0	0
26.0 Supplies and Materials	551	502	512
31.0 Equipment	4,021	6,697	6,858
32.0 Lands and Structures	0	0	0
33.0 Investments & Loans	0	0	0
41.0 Grants, Subsidies	0	0	0
42.0 Insurance Claims & Indemn	0	0	0
43.0 Interest and Dividends	0	0	0
44.0 Refunds	0	0	0
Total Budget Authority	**$257,931**	**$265,133**	**$265,783**